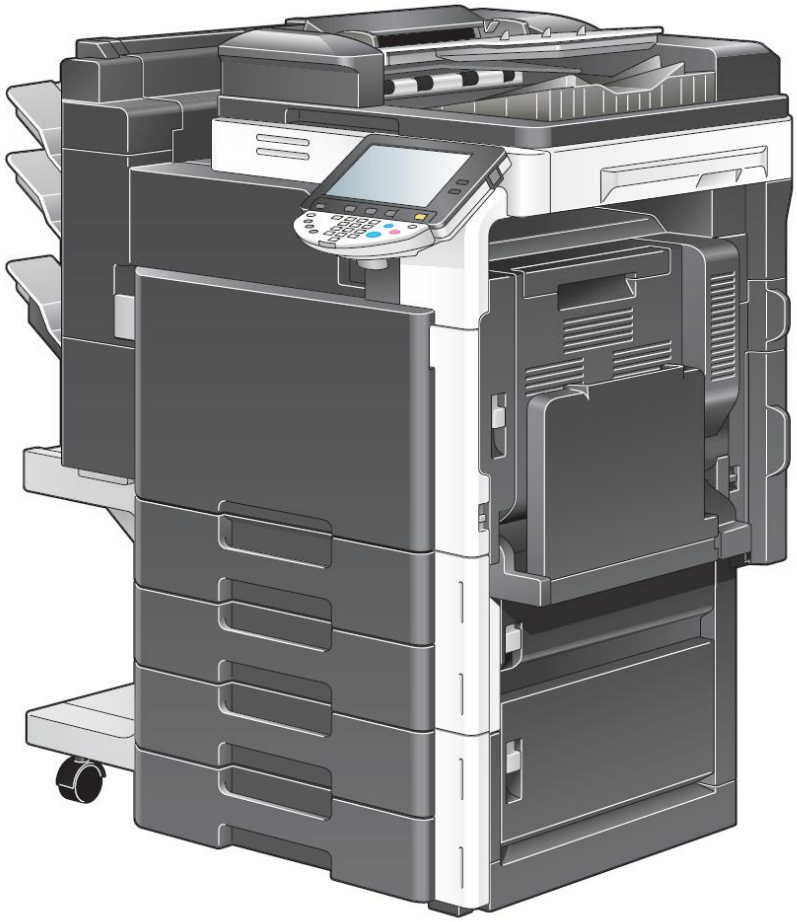
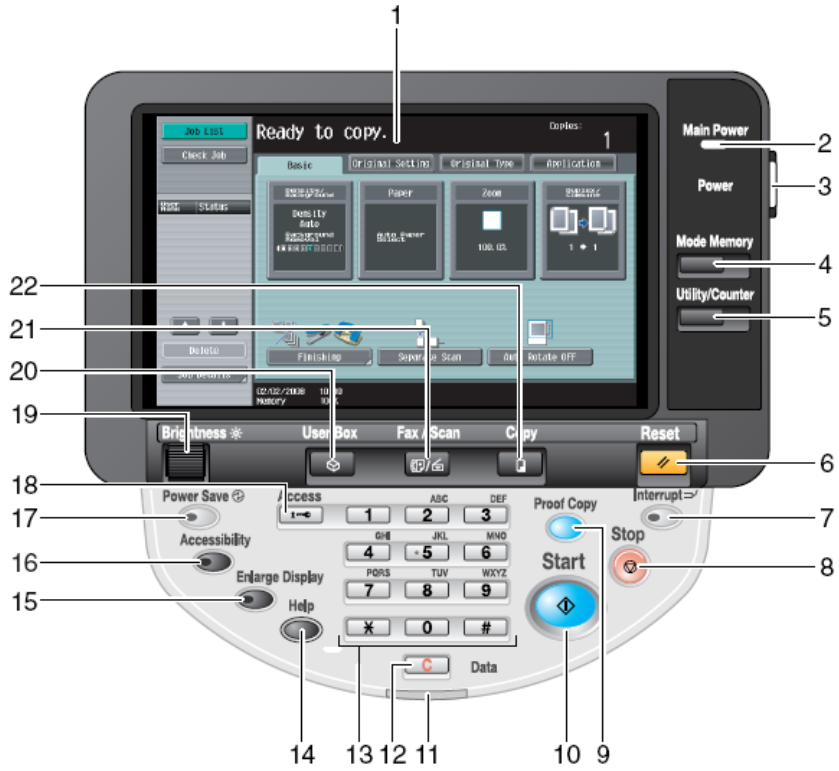
KONICA MINOLTA

bizhub 501 / 421

Shortcut Manual



For detail information，Please refer to the User Manual



1. Touch Panel
2. Main Power
3. Power
4. Mode Memory
5. Utility/Counter
6. Reset
7. Interrupt
8. Stop
9. Proof Copy
10. Start
11. Panel
12. “C” Clear
13. Keypad
14. Help
15. Enlarge Display
16. Accessibility
17. Power Save
18. Access
19. Brightness
20. User Box
21. Fax / Scan
22. Copy

Basic (I)

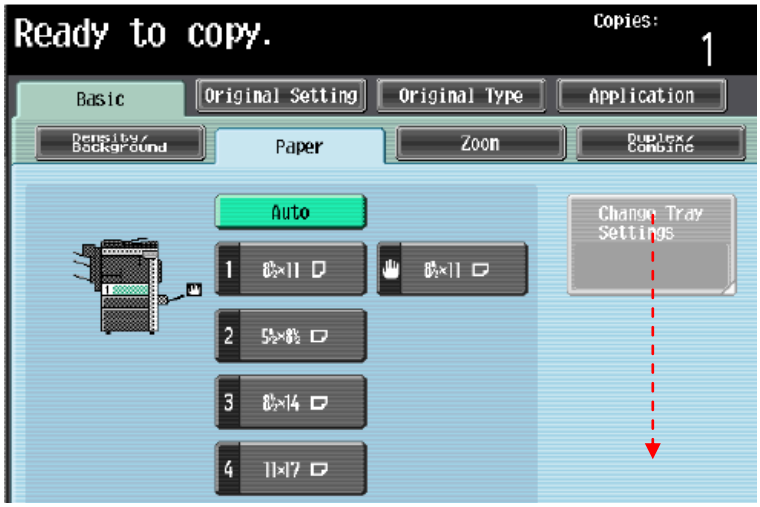
-- Density

Adjust Image Density Or Adjust Background Density

Basic (II)

-- Paper

Change Bypass Tray Setting



1 Touch **Basic**, Touch **Paper**

2 Select Bypass Tray

3 Touch **Change Tray Settings**

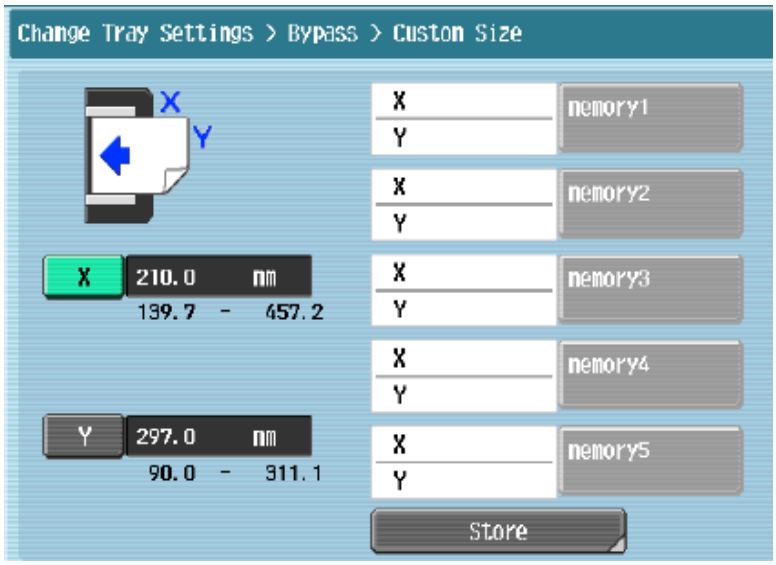
4 Select Paper Type

5 Input paper size

a Touch **Standard Size**

b Touch **Custom Size** input (Length) **X** and (width) **Y**，e.g. 90mm please input 0900 (If stored paper size，touch **Store**， then choose Memory1 -5)

6 Touch **OK**



7 Basic (III)

-- Zoom

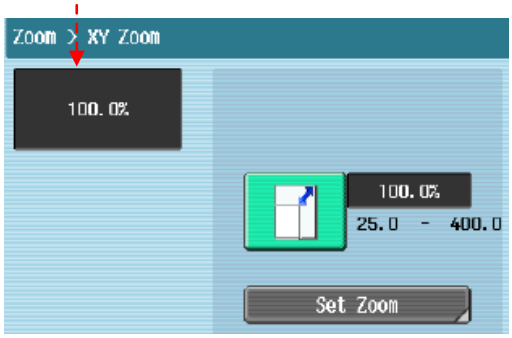
Touch **ZOOM**

1 Select fixed zoom size

a Touch default zoom ratios

e.g.：**A3 ▸ A4** default zoom ratio is 0.707

b Touch **−** **+** to change zoom ratio

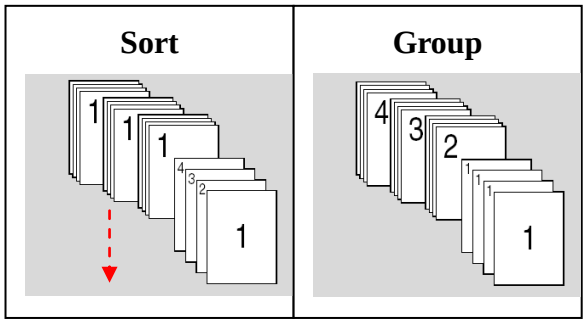


2 Touch **XY Zoom**

Using the keypad，type in the desired zoom ratio then touch **OK**

Sort/Group

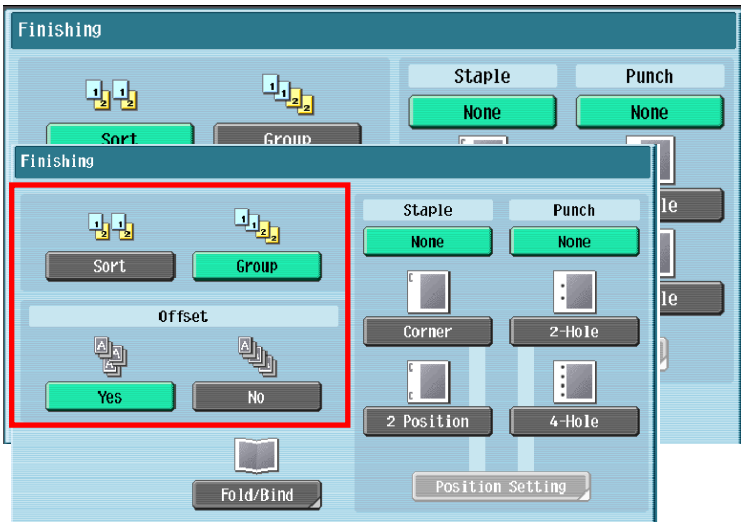
1. Touch **Finishing**
2. Touch **Sort** or **Group**



3. Touch **Start**

Offset

1. Touch **Finishing**
2. **Offset** touch **Yes**
3. Press **Start**



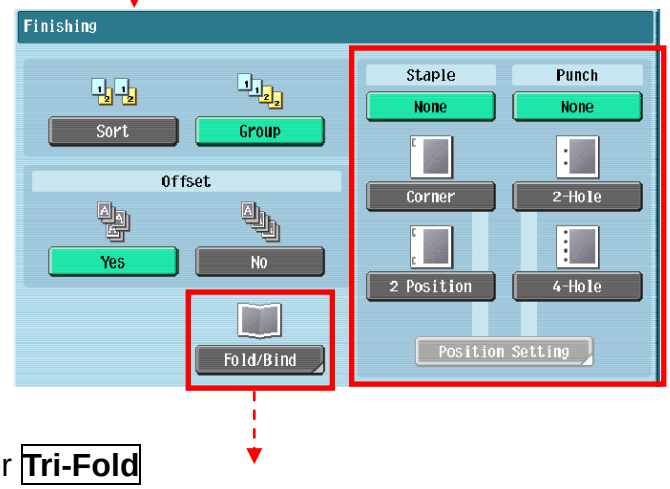
(Optional Function)

Staple

1. Touch **Finishing**
2. At **Staple** select **Corner** or **2position**
3. Touch **position Setting**
4. Press **Start**

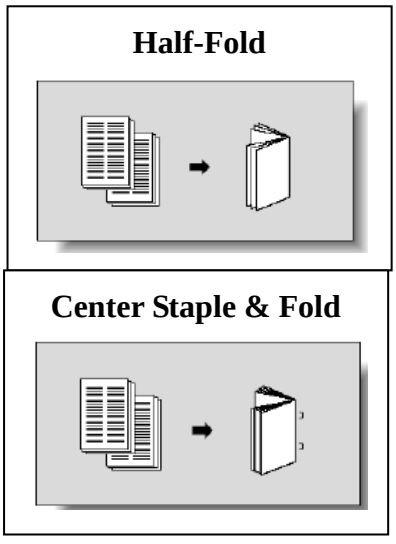
Punch

1. Touch **Finishing**
2. At **Staple** select **2 Hole** or **4 Hole**
3. Touch **position Setting**
4. Press **Start**



Fold/Bind

1. Touch **Finishing**
2. At **Fold/Bind** select **Yes**
3. Touch **Half-Fold** **Center Staple & Fold** or **Tri-Fold**



Basic (IV)

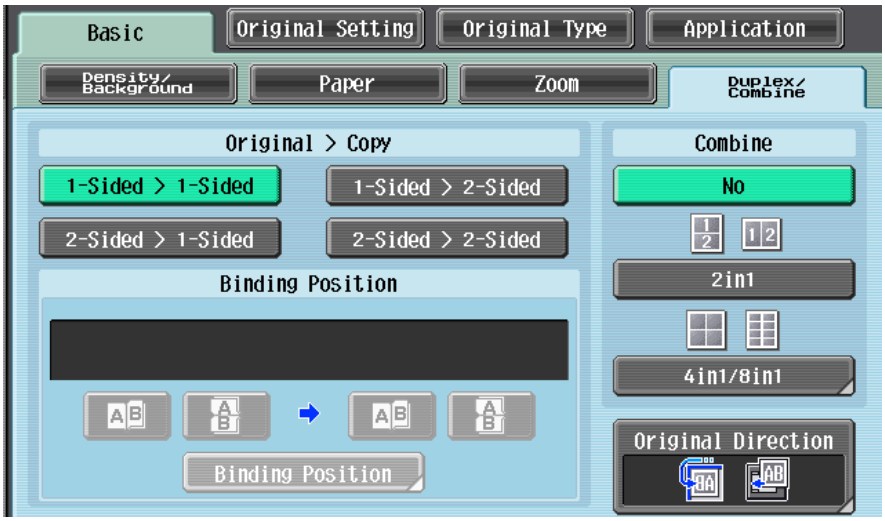
--Duplex/Combine

Select Combine

1. Touch **2 in 1** **or**

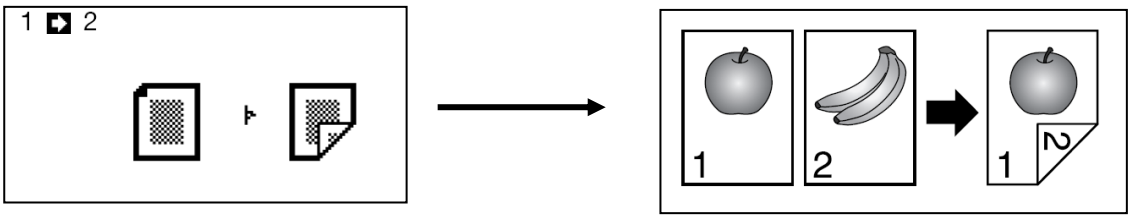
2. Touch **4 in 1/ 8 in 1**

To reduce the size from 2 / 4 / 8 sheets originals into 1 sheet of copy

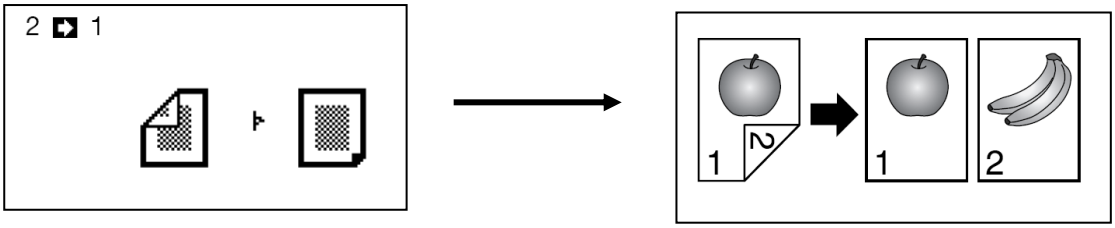


Original ＞ Copy

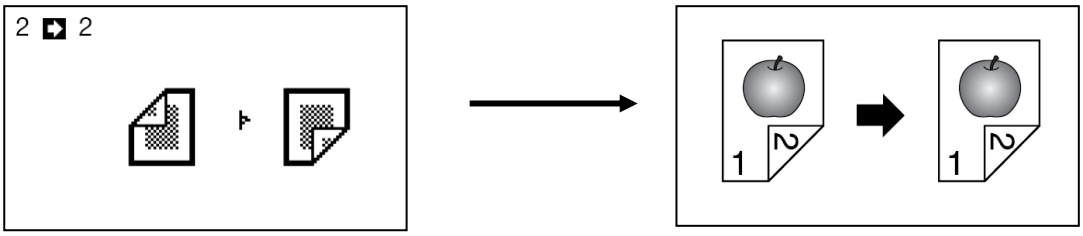
a 1-sided > 2-sided Single-sided Original to Double-sided Copy



b. 2-sided >1-sided Double-sided Original to Single-sided Copy



c. 2-sided >2-sided Double-sided Original to Double-sided Copy



Originals Setting

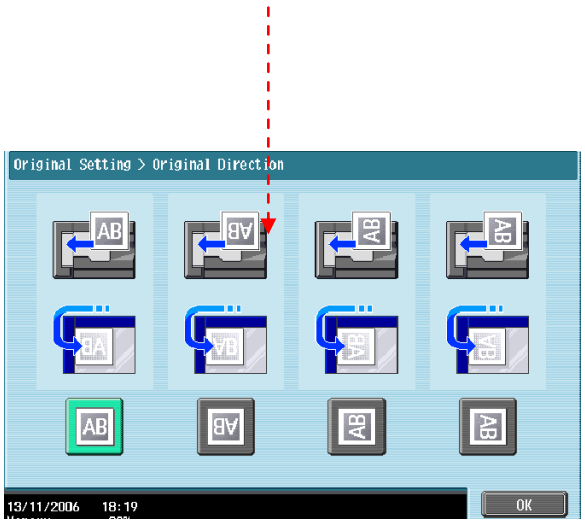
1. Touch **Mixed Original** automatically detect the documents size and automatically choose paper tray

2. Touch **Z-Folded Original** (Optional Function)

3. Touch **Binding Direction** -- copy-binding direction

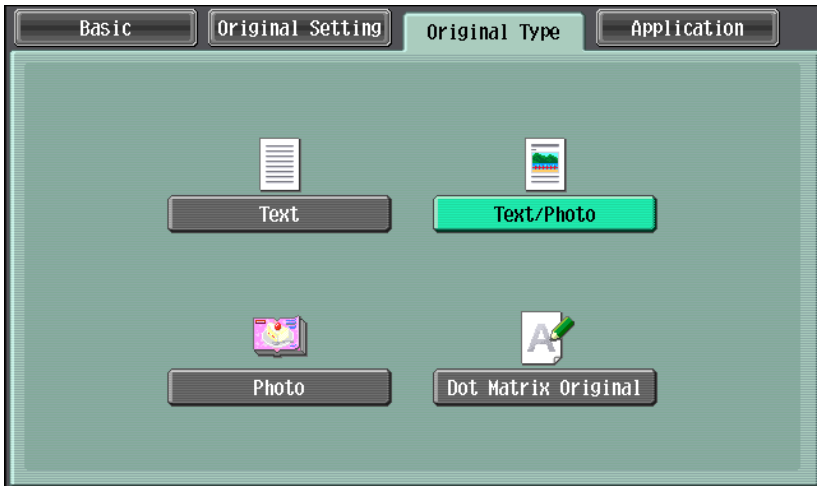
4. Touch **Original Direction** – select original direction

4. Touch **Original Size** -- select original size



Quality/Density

1. Select **Original Type** to choose **Text**, **Text/Photo**, **Photo**, **Map**, **Dot Matrix Original** or **Copied Paper**



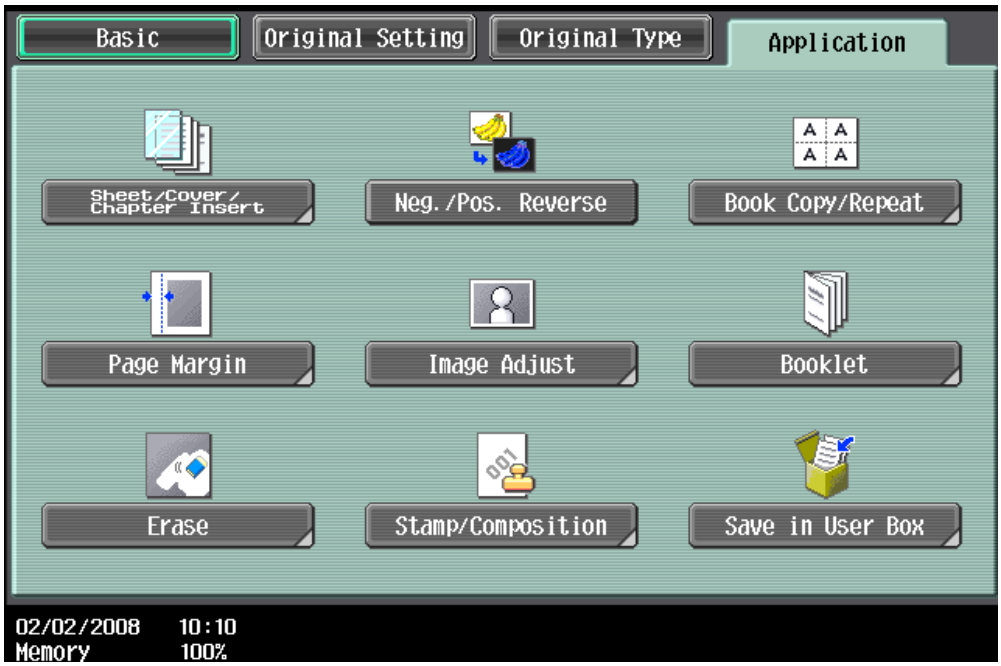
2. Touch **Density** – the print image can be adjusted, each time [Lighter] or [Darker] is touched, the density is lightened or darkened by one level.

3. Touch **Background Removal** – the density of the background color of the document can be adjusted, each time [Light] or [Dark] is touched, the background density is lightened or darkened by one level.

4. Touch **Text Enhancement** – select the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs

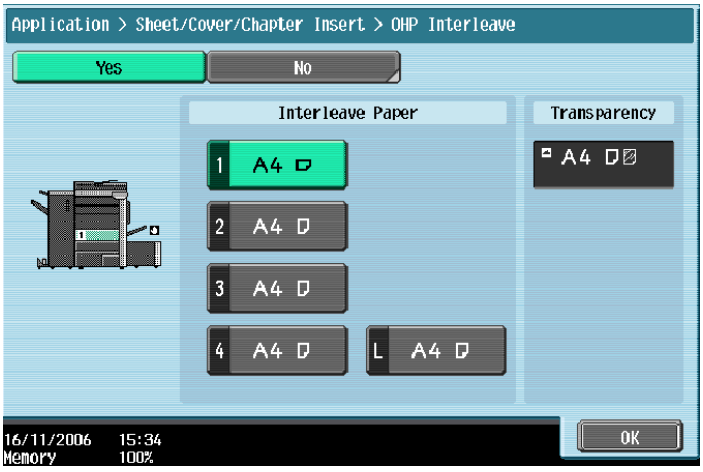
5. Touch **Glossy** – select this setting when copying images with a glossy finish

Application

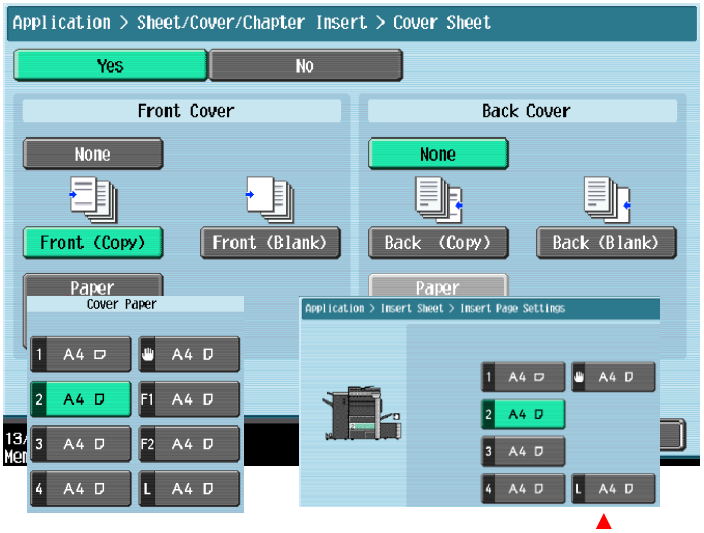


- OHP Interleave

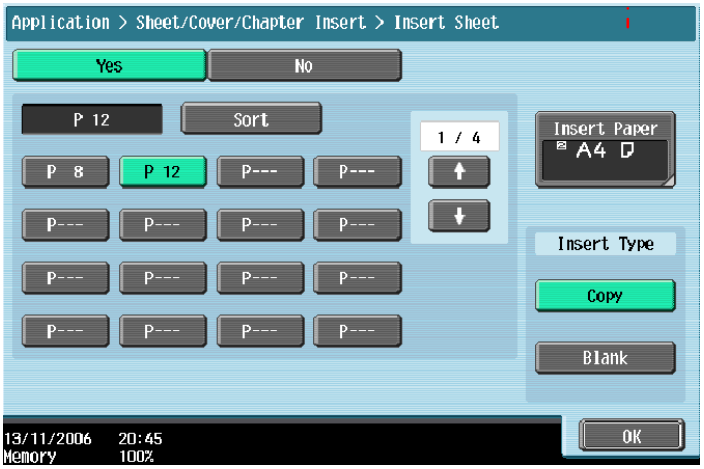
1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **OHP Interleave**
4. Select inserting paper tray
5. Load OHP transparencies into the bypass tray
6. Touch **OK**
7. Press **Start**



- Cover Mode



1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Cover Mode**
4. Select Front Cover or Back Cover
5. Touch **Ok**
6. Press **Start**

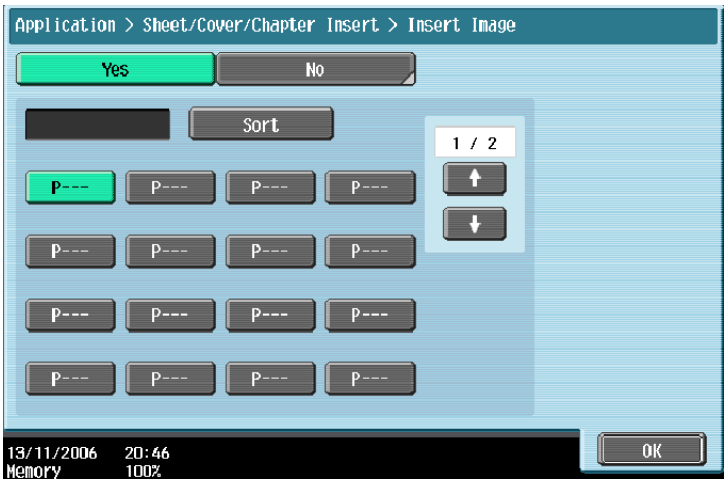


- Insert Sheet

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Insert Sheet**
4. Touch **Copy** or **Blank** select inserted pages are printed or not
5. Select the paper tray loaded with the paper for the insertion sheets
6. Touch **Ok**
7. Press **Start**

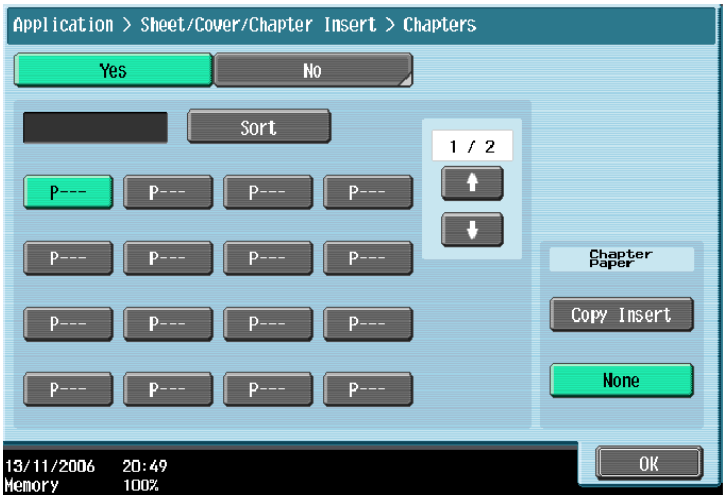
- Insert Image

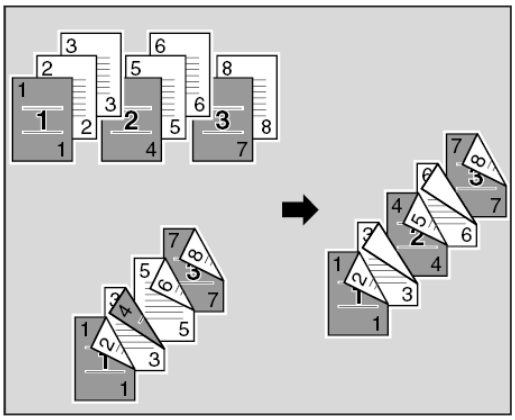
1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Insert Image**
4. Select inserted image pages number
5. Touch **Ok**
6. Press **Start**
7. Final，Touch **Finish** then press **Start**



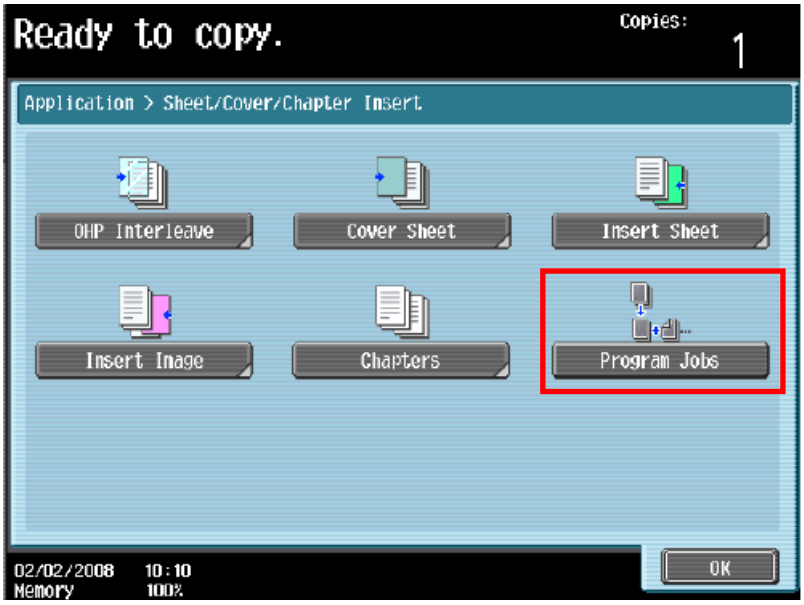
- Chapter (Duplex Only)

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Chapter**
4. Select inserted image pages number
5. Touch **OK then press Start**

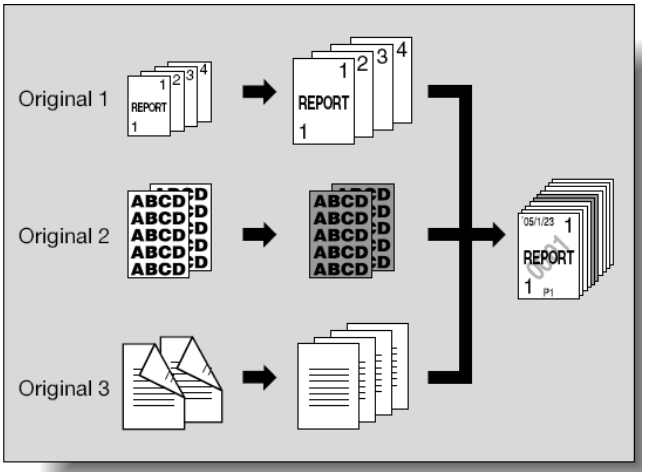




- Program Job

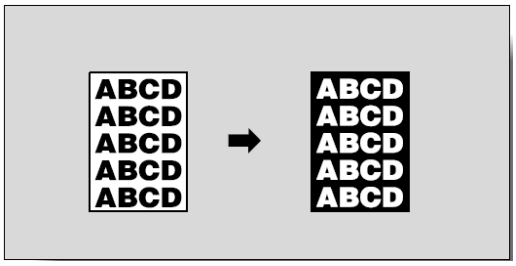


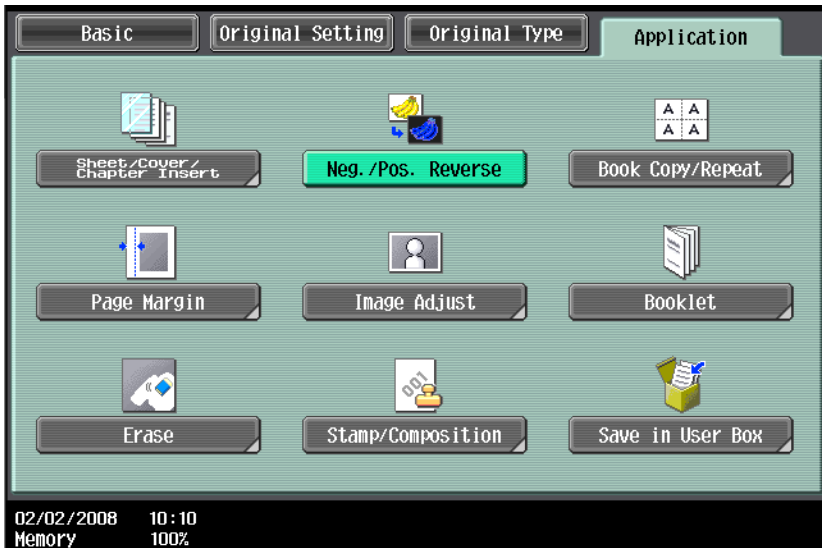
1. Touch **Application**
2. Touch **Sheet/Cover/Chapter Insert**
3. Touch **Program Jobs**
4. Touch **OK**
5. Input copy setting
5. Touch **Start**
6. Touch **Fix**, Touch **OK**
7. Touch **Change Setting** input next job setting, Touch **OK**
8. Touch **Start**
9. Repeat step6-8, until finishing scan all document
10. Touch **Finish** → **yes** → **ok**
11. Touch **Start**



- Neg./Pos.Reverse

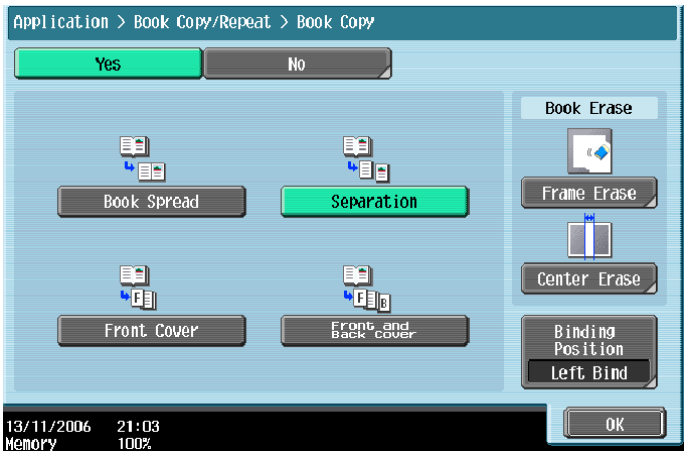
1. Touch **Application**
2. Touch **Neg./Pos Reverse**





- Book Copy

1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Book Copy**
4. Touch **Separation**，or Touch **Front Cover/Back Cover**
5. Open book，Touch **Start**
6. Until finish scan ，Touch **Finish**
7. Touch **Start**

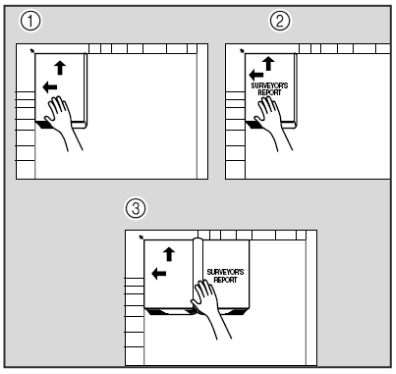


If select Front Cover, scan：

- The front cover is scanned, and all page spreads are scanned in order

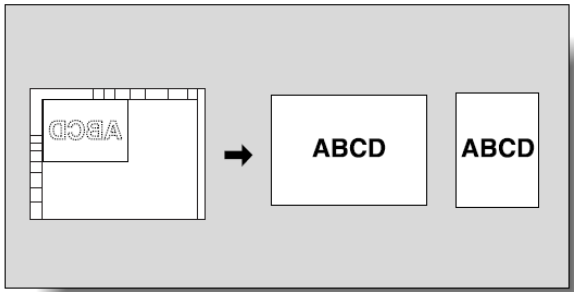
If select Front Cover & Back Cover，scan：

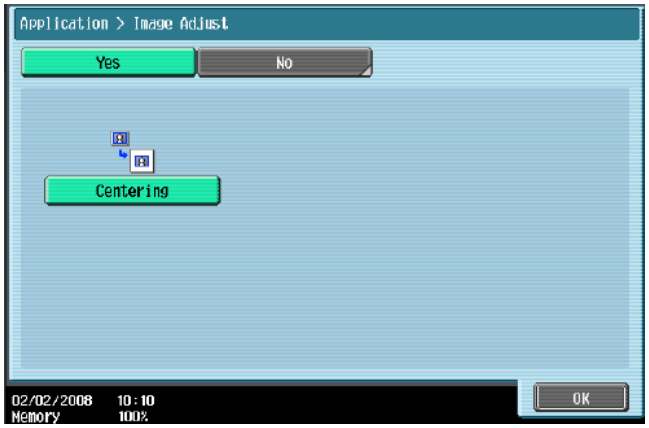
- The front cover is scanned before the back cover, and all page spreads are scanned in order



- Image Adjustment

1. Touch **Application**
2. Touch **Image Adjust**
3. Touch **Centering**
4. Touch **Start**

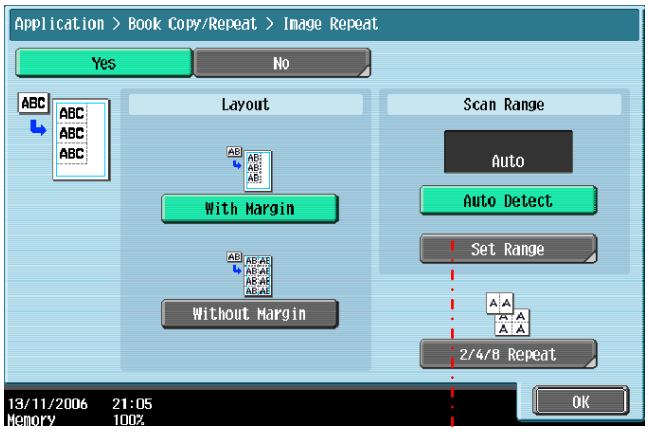


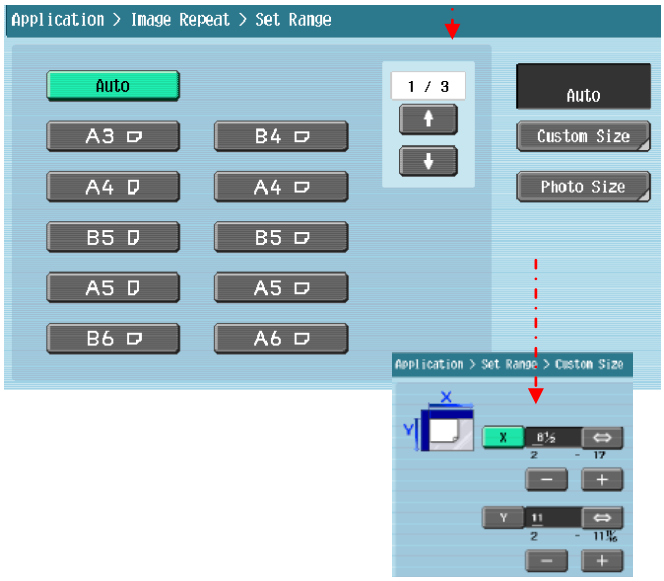


- Image Repeat

1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Image Repeat**
4. Select **With Margin / Without Margin**
5. Touch **Set Range**
6. Touch **Custom Size** ,

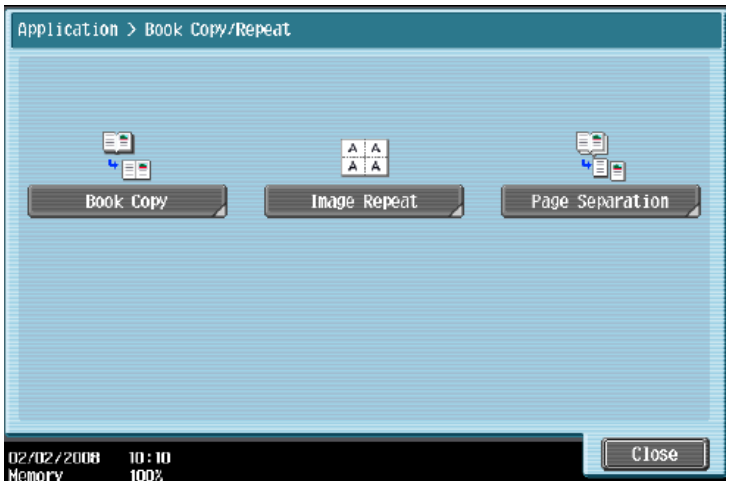
   Touch **X** input width and Touch **Y** input the width
7. Touch **OK**
8. Touch **Start**

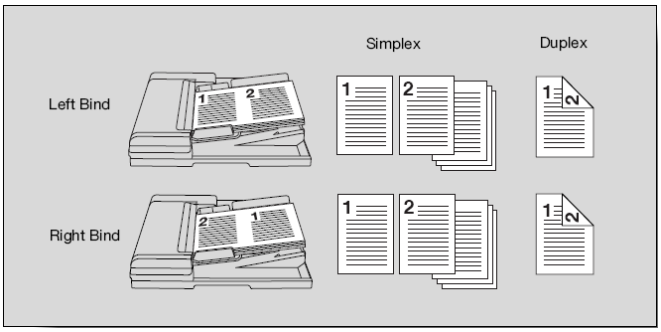




- Page Separation

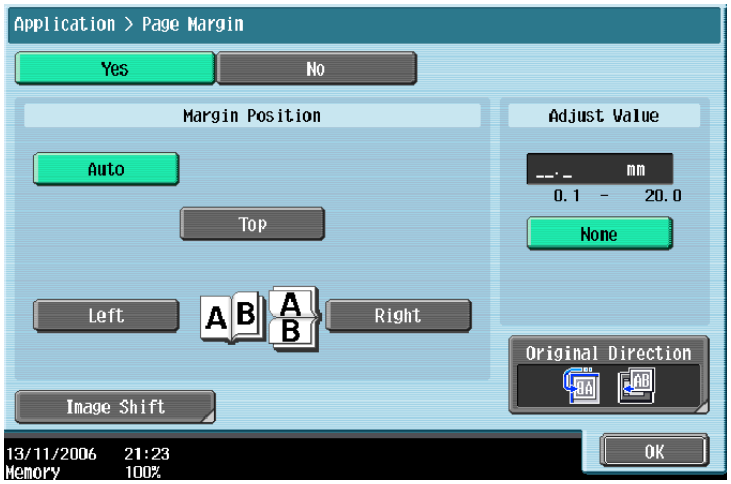
1. **Place Original document on the feeder**
2. Touch **Application**
3. Touch **Book Copy / Repeat**
4. Touch **Page Separation**
5. Touch **Left Bind/Right Bind**
6. Touch **OK**
7. Touch **Start**





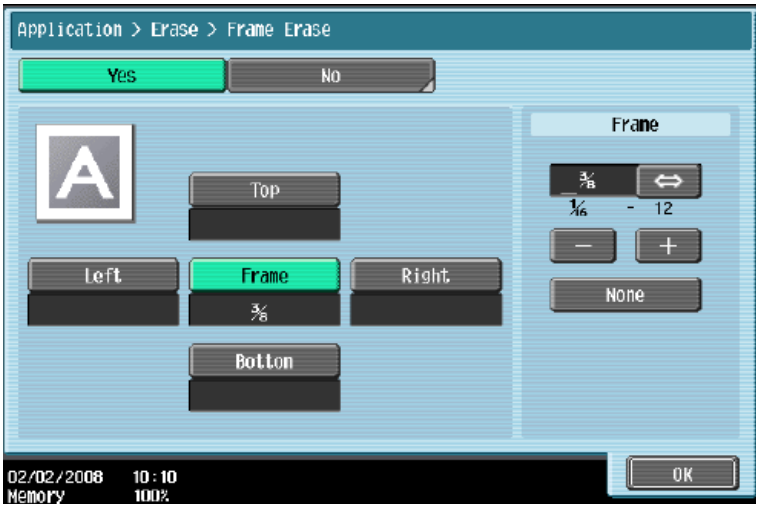
- Page Margin

1. Touch **Application**
2. Touch **Page Margin** select **Top** , **Left** or **Right**
3. Input **Adjust Value** from the number pad
4. Touch **OK**
5. Touch **Start**



- Frame Erase

1. Touch **Application**
2. Touch **Erase**
3. Touch **Frame Erase** or Select the edge and input the width
4. Touch **OK**
5. Touch **Start**

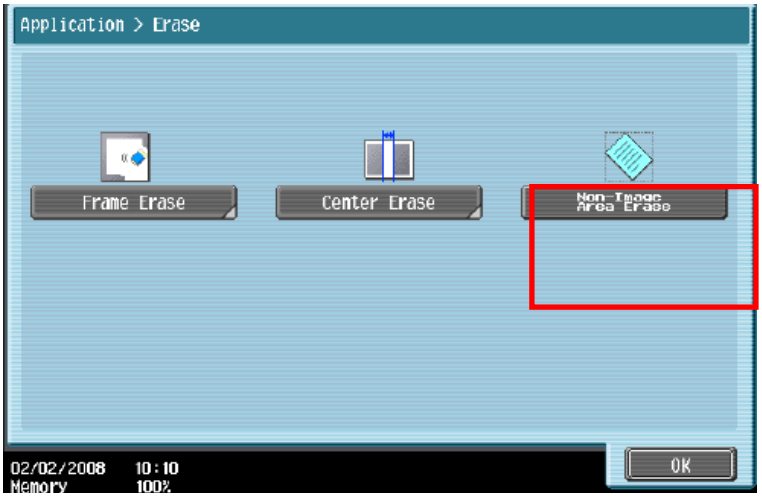


- Center Erase

1. Touch **Application**
2. Touch **Erase**
3. Touch **Center Erase** Touch**+/-**
4. Touch **OK**
5. Touch **Start**

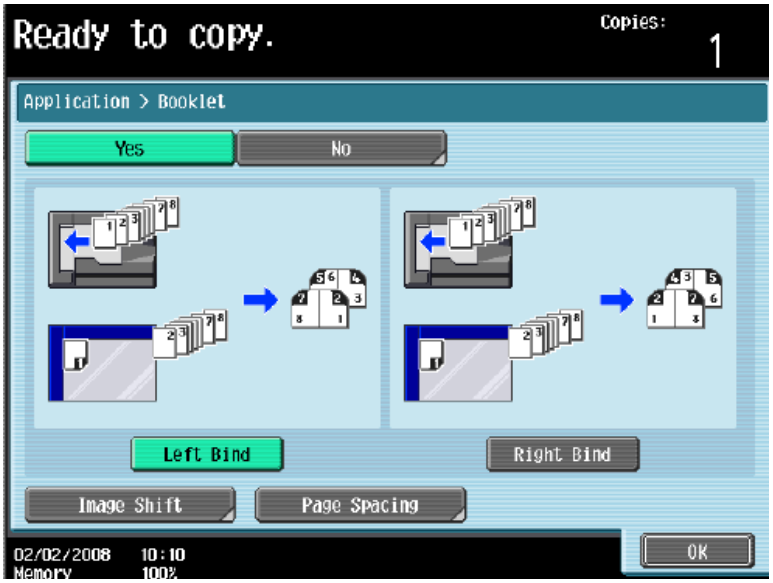
- Non-Image Area Erase

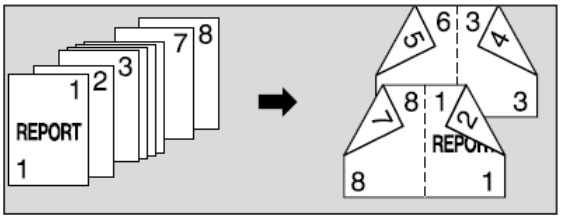
1. Touch **Application**
2. Touch **Erase** Touch **Non-Image Area Erase** Touch **OK**
3. Touch **Start**



- Booklet

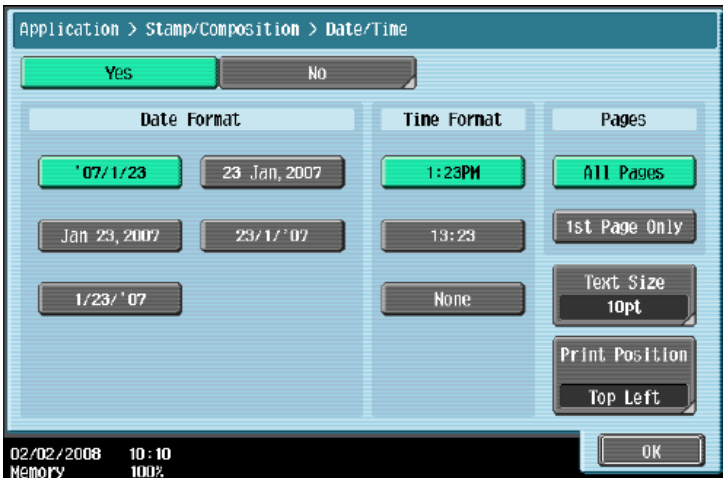
1. Touch **Application**
2. Touch **Booklet**
3. Select left bind or right bind
   Left Binding /Right Binding
4. Touch **Start**





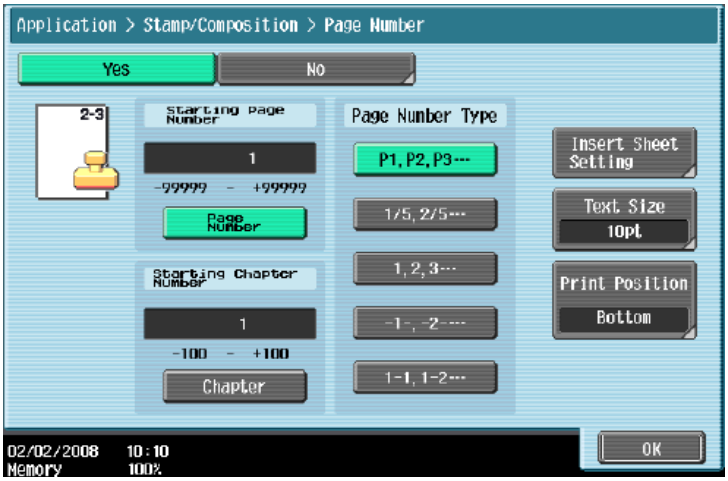
- Date / Time

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Date / Time**
4. Touch **Print Position** to change the print position
5. Touch **OK**
6. Touch **Start**



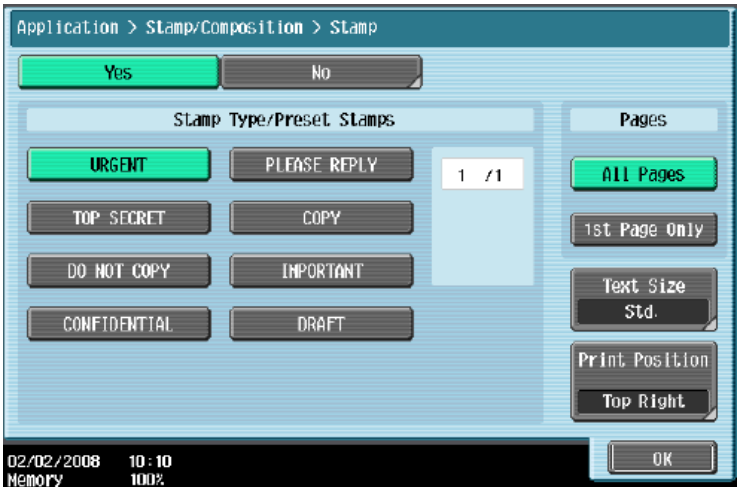
- Page

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Page Number**
4. Enter **Starting Page Number** from number pad
5. Touch **Print Position** to change
6. Touch **OK**
7. Touch **Start**



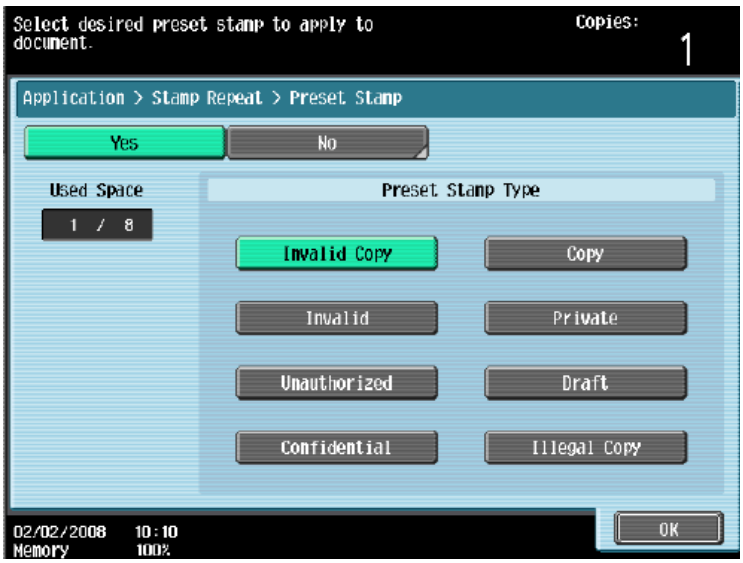
- Stamp

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Stamp**
4. Select Stamp
5. Touch **Print Position**
6. Touch **OK**
7. Touch **Start**



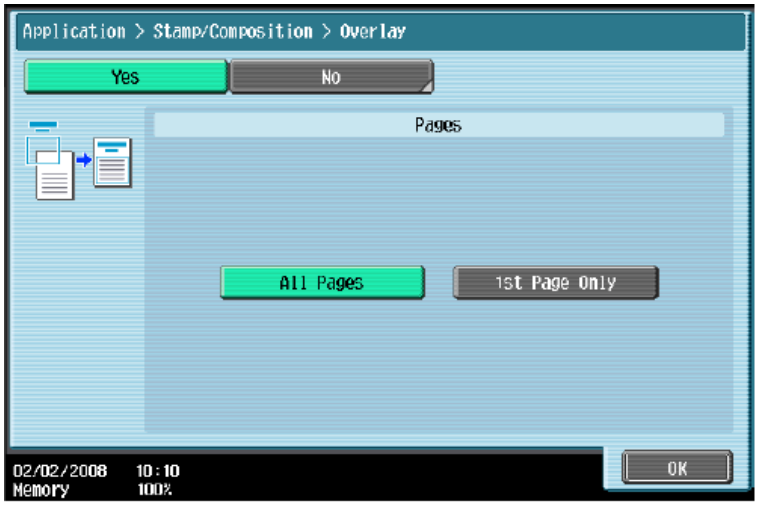
- Stamp Repeat

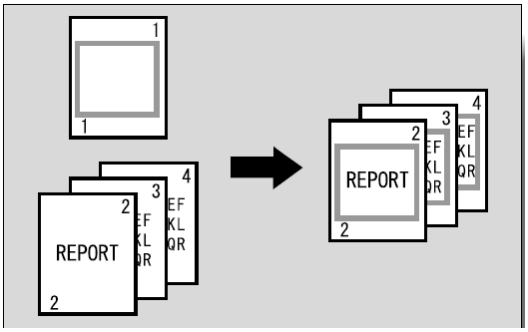
1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Stamp Repeat**
4. Touch **Preset Stamp**
5. Select Stamp
6. Touch **OK**
7. Touch **Start**



- Overlay

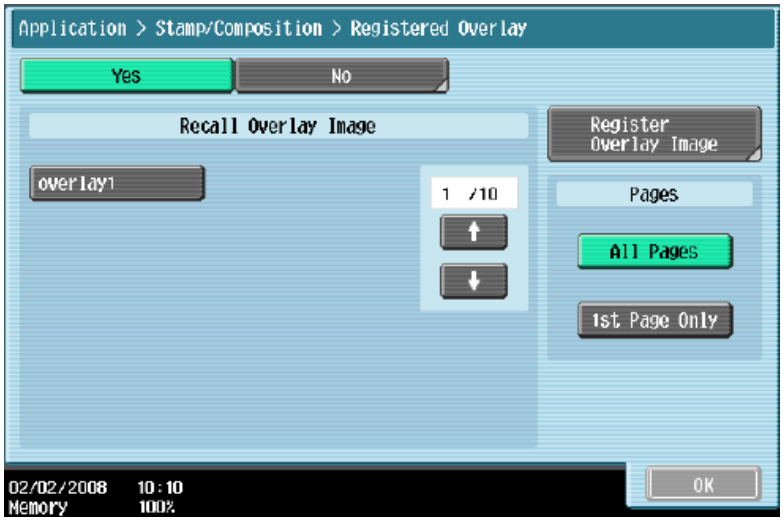
1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Overlay**
4. Place the Overlay Image on the glasses
5. Touch **OK**
6. Touch **Start**
7. Place the overlaid Document on the glasses.
8. Touch **Start**





- Registered Overlay

1. Touch **Application**
2. Touch **Stamp/Composition**
2. Touch **Registered Overlay**
3. Select the registered overlay image (if no registered image, touch **Register Overlay Image** to register)
5. Touch **OK**
6. Place the overlaid Document on the glasses.
7. Touch **Start**

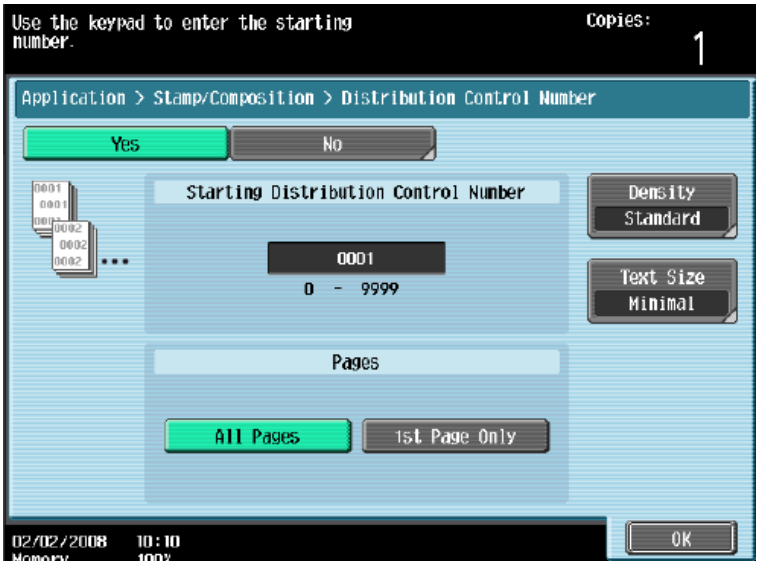


- Watermark

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Watermark**
4. Select watermark
4. Touch **OK**
5. Touch **Start**

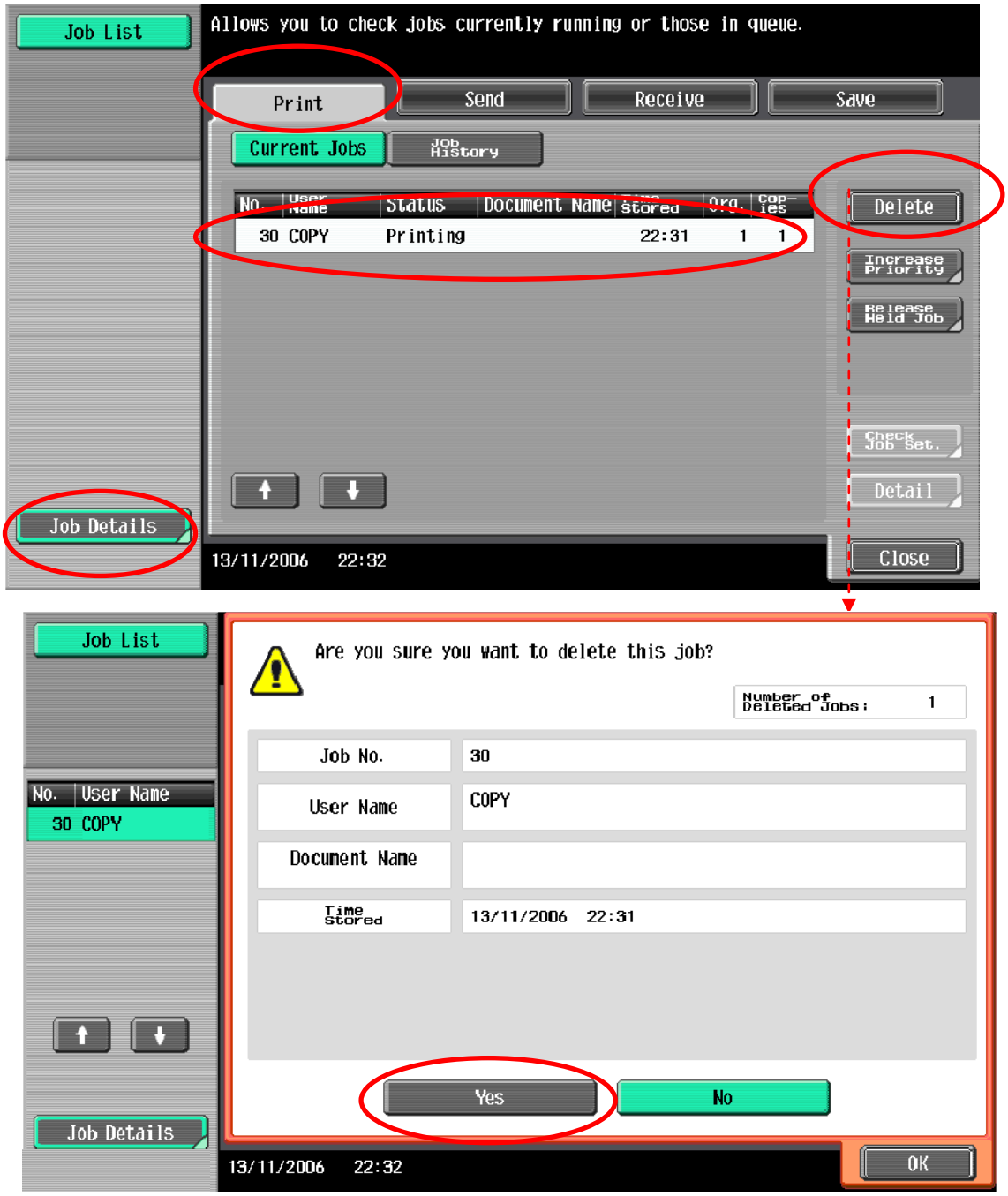
- Distribution Control Number

1. Touch **Application**
2. Touch **Stamp/ Composition**
3. Touch **Distribution Control Number**
4. Enter 4 digit distribution number
5. Touch **OK**
6. Touch **Start**



Delete the copy jab in the Waiting List

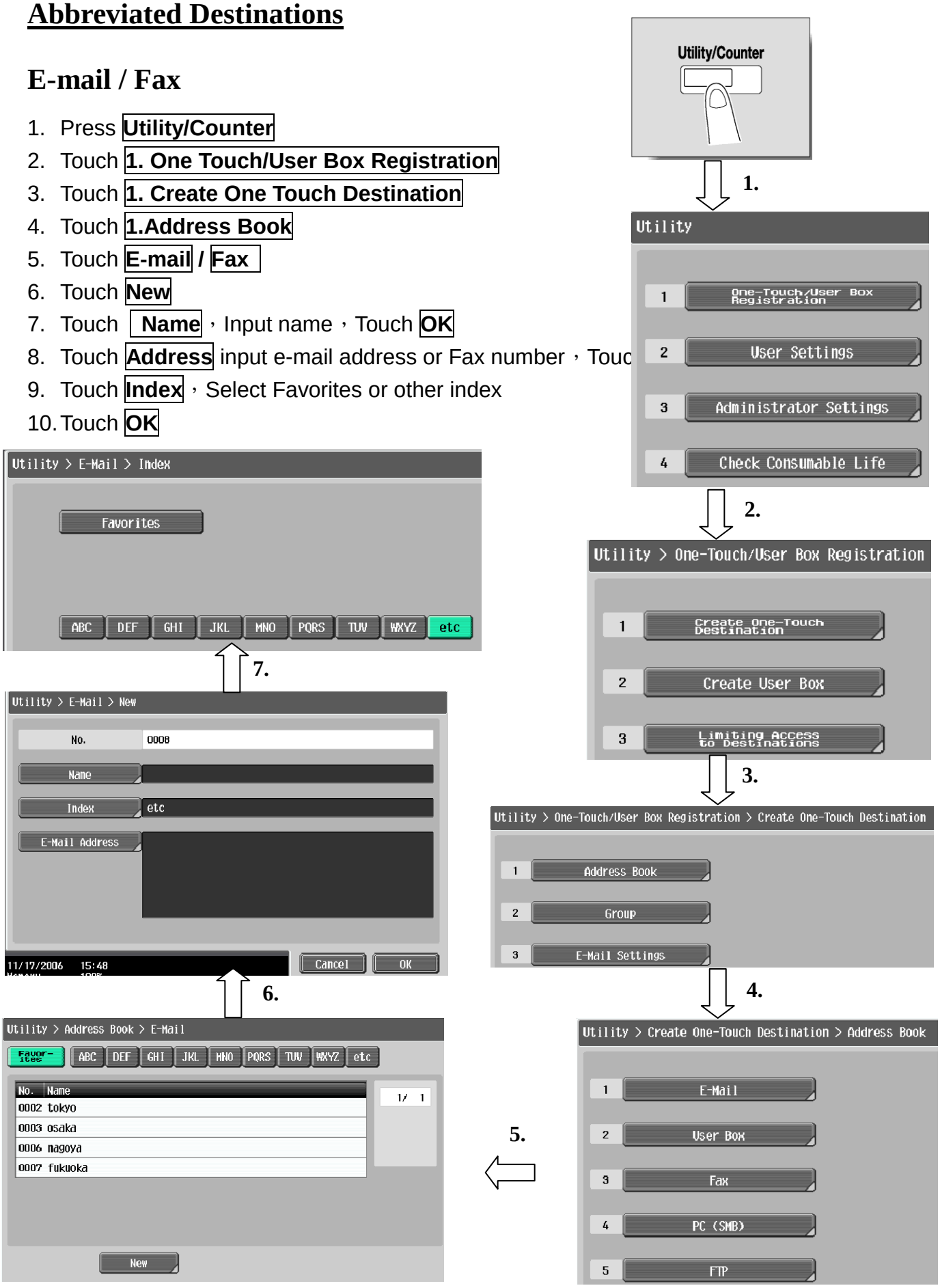
1. Touch **Job Details**
2. Touch **Print** and then touch **Current Jobs**
3. Select the job you want to delete
4. Touch **Delete**
5. Touch **Yes** to delete printing job



Abbreviated Destinations

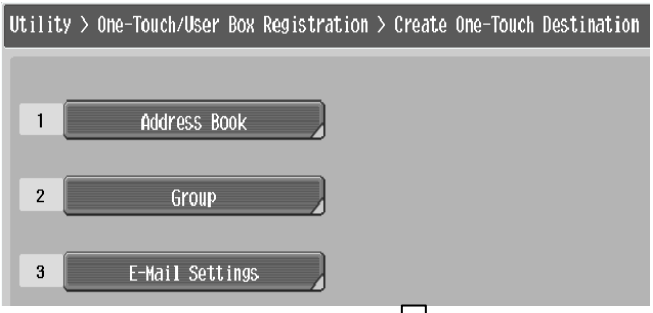
E-mail / Fax

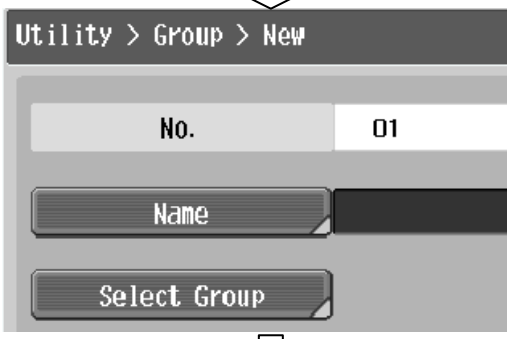
1. Press **Utility/Counter**
2. Touch **1. One Touch/User Box Registration**
3. Touch **1. Create One Touch Destination**
4. Touch **1.Address Book**
5. Touch **E-mail** / **Fax**
6. Touch **New**
7. Touch **Name**，Input name，Touch **OK**
8. Touch **Address** input e-mail address or Fax number，Touc
9. Touch **Index**，Select Favorites or other index
10. Touch **OK**

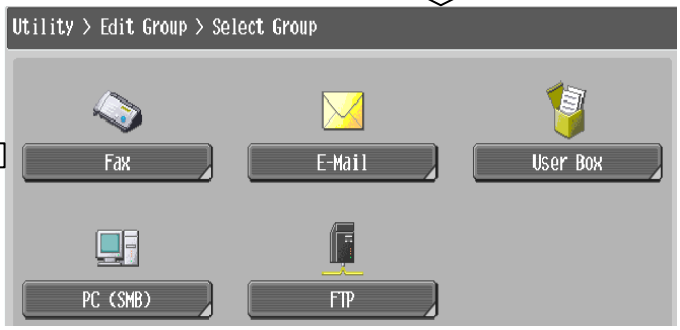


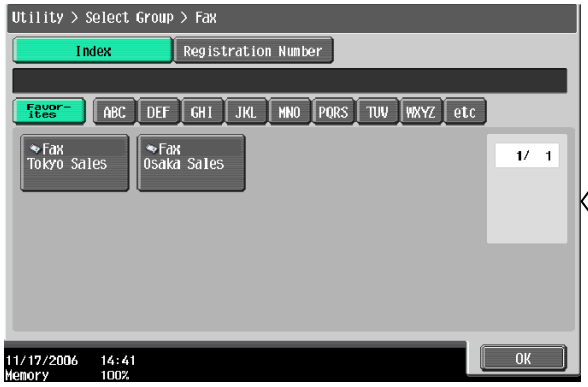
Group Registration

1. Press **Utility/Counter**
2. Touch **1. One Touch/User Box Registration**
3. Touch **1. Create One Touch Destination**
4. Touch **1.Group**
5. Touch **New**
6. Touch **Name**，Input group name，Touch **OK**
7. Touch **Select Group** (If fax, select Fax)
8. Touch **OK**



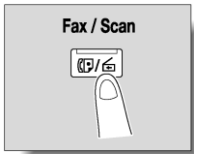


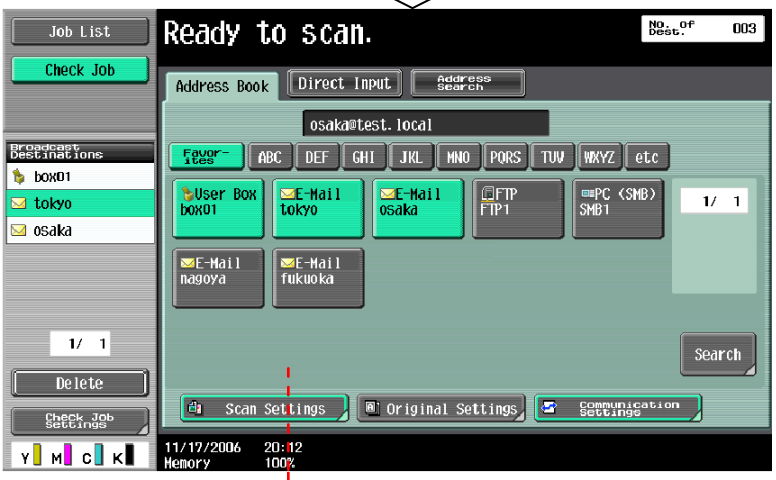




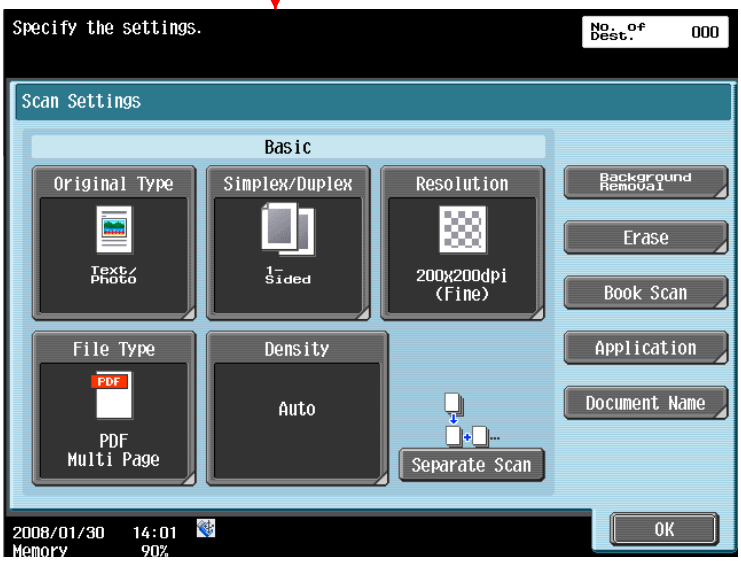
Scan To Email / Send Fax

1. Press **Fax/Scan**
2. Touch **Address Book**
3. Select one-touch Index and Name
4. Touch **Scan Settings**
   A. Original Type select original type
   B. Simplex/Duplex select original single-sided or double-sided
   C. Resolution
   D. File Type
   E. Density
   F. Quality Adjustment

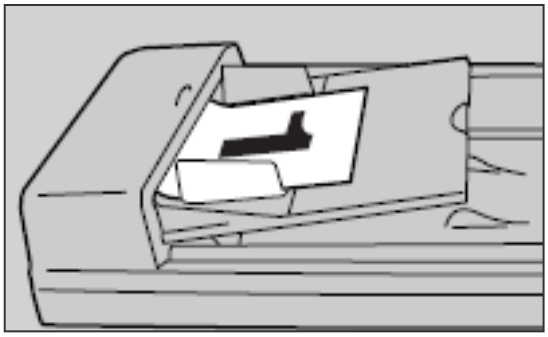


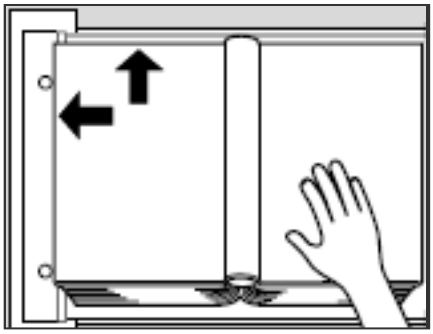


5. Touch check following setting
   A. Destination Settings
   B. Check Scan Settings
   C. Check Original Settings
   D. Check E-mail
6. Then, Press **Start**



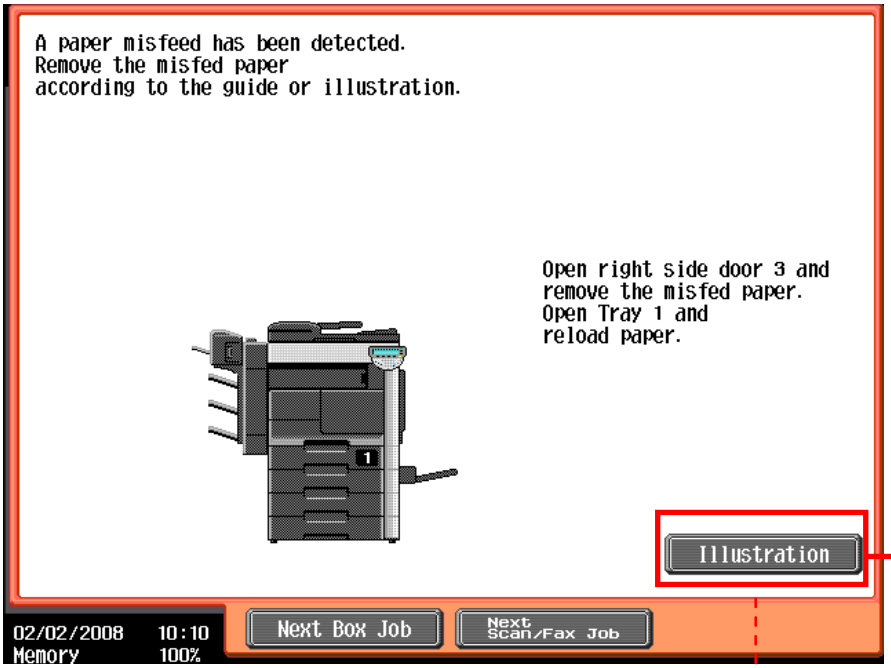
remark :





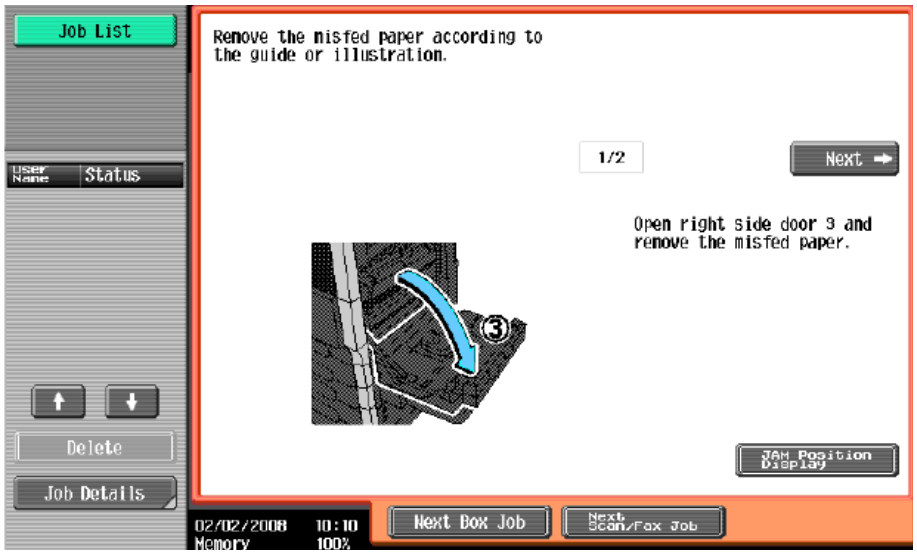
- When use scan or fax, put original on the feeder (FACE UP) or platen glass (FACE DOWN)
- File Type not is not available when you use Fax function
- Check E-mail setting just use for Scan to Email

Remove Jammed Paper



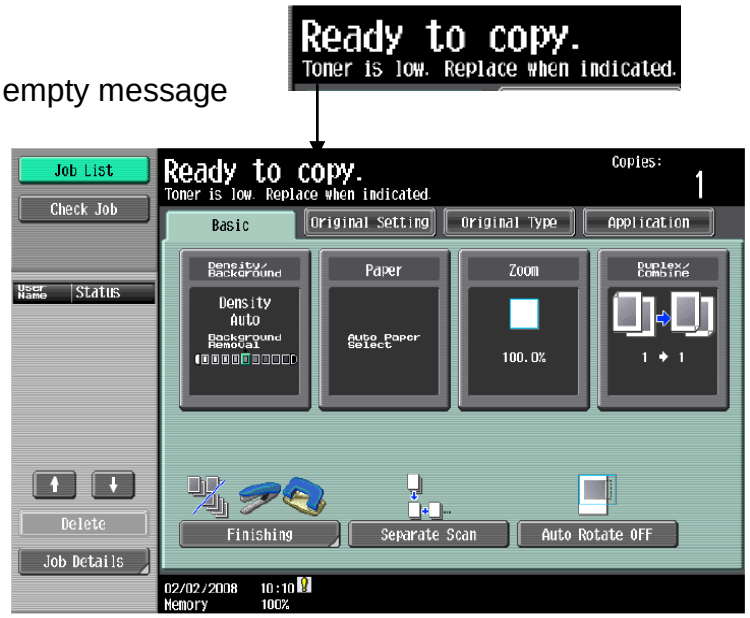
Touch illustration, Display the method of removing the jammed paper

***Panel display the jammed area**

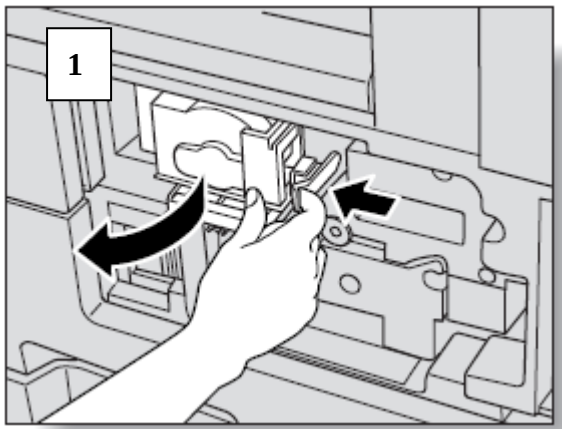


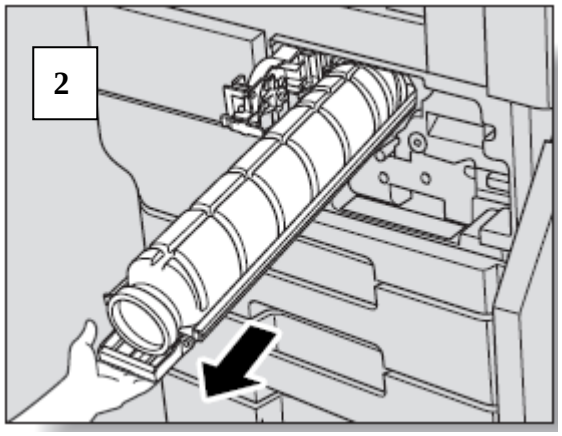
Replace Toner

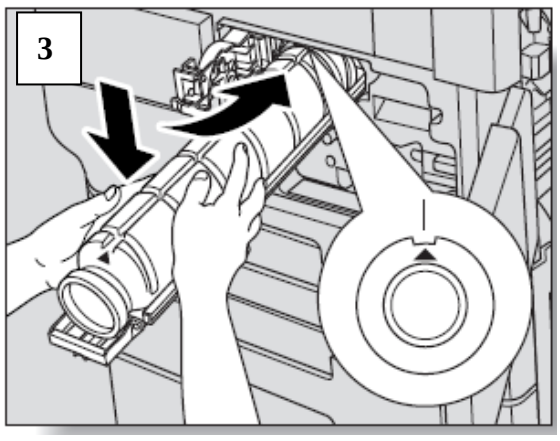
*If toner near empty，Screen will show toner empty message

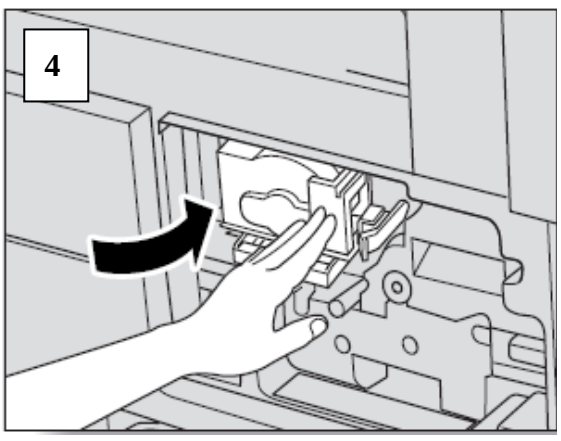


Open the machine's upper front door, pull out empty toner cartridge toner then insert the new toner



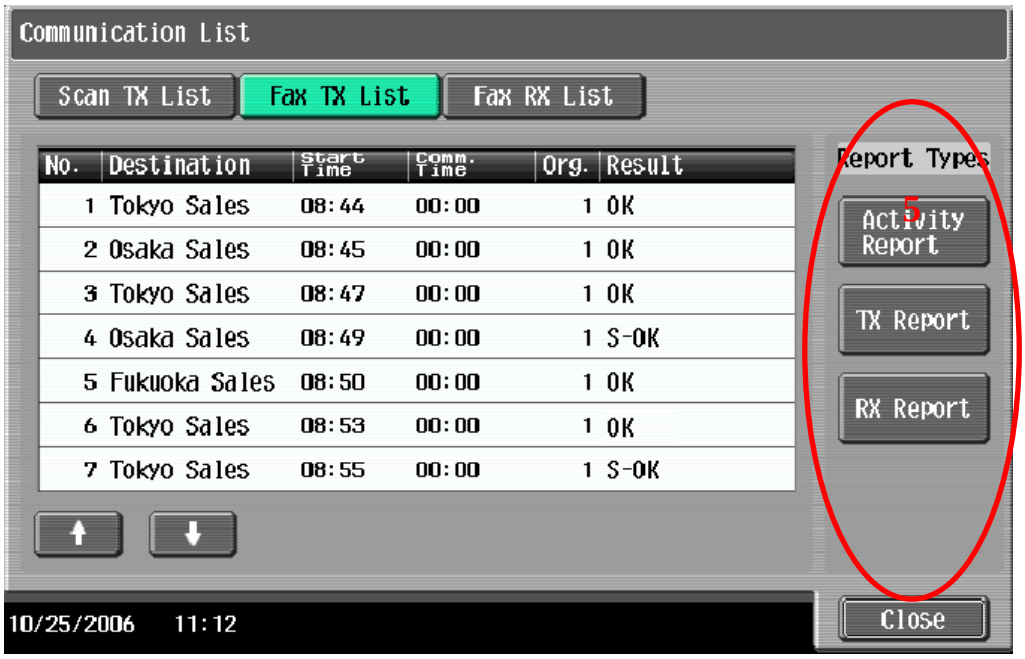






Display the Job History List

1. Touch **Job Details**
2. Touch **Send**
3. Touch **Job History**
4. Touch **Comm. List**
5. Select report Type
   A. Activity Report
   B. TX Report
   C. RX Report
6. Press **Start**



KONICA MINOLTA

Supplementary Notes

KONICA MINOLTA

部門熱線Particulars	聯絡方法Contact us
市務科 **Marketing Division** ➢ 銷售熱線Sales Hotlines • 查詢產品及銷售詳情 New Product and Sales Enquires	電話Tel : 2565 2111 電郵Email : bhkg_sales@bhk.konicaminolta.hk
服務科 **Technical Service Division** ➢ 維修熱線Repair Hotline • 多功能產品之維修服務 MFP Repair Services	電話Tel : 2565 2176 傳真Fax : 2856 1024
服務科 **Technical Service Division** ➢ 產品之技術支援熱線 • 軟件及網絡支援 Application, Network and System Support	電話Tel : 2565 2178
客戶服務**Customer Service Department** ➢ 客戶服務熱線 Customer Service Hotlines • 保養合約查詢 Maintenance Agreement • 新客戶之產品培訓 New Customer Product Training • 賬單查詢 Invoice Enquiries • 報錶 (請於報錶結算日前報讀。) Report meter reading through telephone system (Please report meter reading on or before cut-off date)	電話Tel : 2565 2190 傳真Fax : 2565 2128 電話Tel : 2856 4306 電話Tel : 2565 8181 English - Press “2”, then press “2”, 中文 - 按 “1” 字然後按 “2”字 傳真Fax : 2856 2008 電郵Email : bhkg_csmeter@bhk.konicaminolta.hk
客戶服務 **Customer Service Department** ➢ 用品供應熱線 Order Section Hotlines • 訂購消耗品如碳粉及影印紙 Ordering of Consumable Products (Toners, Paper, etc…)	電話Tel : 2565 2139 傳真Fax : 2565 7613 電郵Email : bhkg_csorder@bhk.konicaminolta.hk
財務科 **Finance Division** ➢ 月結單查詢 Statement Enquiries	電話Tel : 2856 4710 傳真Fax : 2516 9177
行政科 **Administration Department** ➢ 客戶的建議及意見反映 Other Suggestions & Comments	電話Tel : 2565 8181 按Press “ 0 ”
網上客戶服務 Online Support Services	http://www.konicaminolta.hk/hk/zh-hk/customer-services.php http://www.konicaminolta.hk/hk/en-us/customer-services.php